

United States Army Japan Merit Promotion and Placement Vacancy Announcement		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(II)14-035	募集期間/Opening Period 13 Jan 2014 ~ Open Until Filled		募集範囲/Area of Consideration すべて/All
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade INDUSTRIAL HYGIENE TECHNICIAN, #603, BWT 1-5/1-4 *下記要求される雇用条件参照のこと/ See below CONDITIONS OF EMPLOYMENT.			基本給/ Basic Wage BWT 1-5: ¥207,100 (BWT 1-4: ¥185,800)
部隊名/Organization Installation Preventive Medicine Div. USA MEDDAC-Japan/Sams USAHC		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0730~1630) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p>*ご応募に際して、注意事項 (http://www.usagj.jp.pac.army.mil/gojobs/howtoapply_jp.aspx) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</p> <p>**USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.</p> <p>USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。</p> <p>申請用紙 / Applications :</p> <p><input checked="" type="checkbox"/>履歴書/USFJ Form 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)</p> <p>* 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.</p> <p>申請用紙の記入言語 / Language to complete applications :</p> <p><input checked="" type="checkbox"/> 英語/English <input type="checkbox"/> 日本語/Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well)</p> <p><input checked="" type="checkbox"/>ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score.</p> <p><input type="checkbox"/>日本の運転免許証の写し/Copy of Japanese driver's license</p> <p><input checked="" type="checkbox"/>最高学歴の卒業証明書の写し/Copy of diploma of highest education completed.</p> <p><input checked="" type="checkbox"/>その他/Other Please attach the copy of the certificate if any. / お持ちの場合は資格の写しを添付してください。</p>			
採用までに提出するもの/ Additional Documents Required Before Hiring			
最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
応募方法/To Apply			
<p>上記の書類を締切日までに担当の人事課まで郵送してください。</p> <p>締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。</p> <p>提出された応募書類は返却いたしません。</p> <p>記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。</p> <p>記載内容に虚偽の申告があると認められたときは応募が無効となります。</p> <p>Mail the application to the office shown in the bottom of this form along with necessary documents specified above.</p> <p>Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted.</p> <p>All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered.</p> <p>Applications, if found with false statements, are invalid.</p>			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing 宛名 在日米陸軍 IMJN-JER 日本人事務所 雇用課 MLC(II)14-035		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, USAG-J IMJN-JER MLC(II)14-035	

職務内容 / Duties:

Major Duties: The primary purpose of this position is to serve as a local Industrial Hygiene (IH) Program officer providing industrial hygiene services to include the identification, evaluation, recommendations, and control of environmental conditions and measures. Ensures that all units and commands assigned to U.S. Army Japan (USARJ) including Okinawa comply with all laws and regulations, and necessary actions are taken to provide safe working environment.

1. **SURVEYS, REPORTS AND ADVISORIES:** Works under direct supervision of the Industrial Hygiene Program Manager and assists in planning and administering the Industrial Hygiene Program to identify and evaluate occupational hazardous conditions and to recommend measures to eliminate and/or control those observed hazards for USARJ including Okinawa. Schedules, initiates, and conducts periodic work-site surveys of a routine nature for a variety of workplaces using a variety of technical measuring instruments and equipment. Determines the nature and magnitude of hazardous exposure and the effectiveness of existing control measures (e.g. ventilation/chemical hood ventilation systems, material substitution or the use of personnel protective devices) where hazardous exposures are discovered. Monitors changes in work processes or the use of new substitute materials. Investigates a wide range of occupational health problems or conditions (e.g. asbestos, chemical exposure, biological/microbiological, noise, dust, heat, pest, ergonomics, etc), and determines corrective measures. Provides authoritative advice to commander, supervisors, and workers on occupational health and safety matters and problems. Recommends efficient and economical changes in work processes to eliminate identified occupational hazards. Advisory services may cover one or more of the following areas: (1) provide toxicological information; (2) arranging for interpreting laboratory analyses of chemical and biological specimens; (3) directing studies of specific industrial processes to evaluate potential health hazards; and (4) providing advice and other administrative and technical aspects of the industrial hygiene program.
2. **INDUSTRIAL HYGIENE FUNCTIONS :** Provides expertise and assistance in the following industrial hygiene program functions:
 - a. Reports*– Writes professional and comprehensive reports in a timely manner that meet the needs of customers and the requirements of the unit and the program procedures.
 - b. Establishment of Procedures* – Establishes, develops, formulates and implements local industrial hygiene policies, processes and directives to include: equipment calibration and maintenance procedures; standing operation procedures; implementation plans; program documents; quality assurance documents; information bulletins; and other writing of documents related to industrial hygiene.
 - c. Training* – Plans, develops and conducts a health education program designed to educate workers on ways and means of preventing and/or controlling hazardous occupational exposures. Provides instruction, training, and advice to employees concerning occupational health matters. Demonstrates the use of protective equipment including respirators, hearing protection, and various types of protective clothing. Develops specific training plans to inform management, techniques, and general occupational safety and health matters.
 - d. Point of Contact* – Functions as a point of contact for the local industrial hygiene program. Prepares plans and instructions, identifies local program deficiencies, makes corrective plans and recommendations for recurring and non-recurring requirements, and tracks activities necessary for maintaining program compliance. Coordinate with customers, the installation safety office, and other internal and external organizations to identify and correct program deficiencies.
 - e. Respiratory Program* – Assists the installation respiratory program in establishing, implementing and maintaining the program that complies with all the federal and/or local regulatory requirements. Plans, develops and conducts respirator fit testing and training for various USARJ assets or tenants and MEDDAC-J, including on Okinawa.
 - f. Data Entry* – Process highly technical reports, which require specialized terminology and complex formats. Inputs worker demographic , exposure and survey data into automated data management program, Defense Occupational and Environmental Health Readiness System-IH (DOEHRS-IH). Query and generate reports of survey results and related occupational health and exposure data for use in other required reports such as data calls, inspections and Installation Status Report (ISR).
 - g. Supply/ Equipment Calibration Coordinator* – Develops, maintains and tracks equipment calibration and maintenance performed by TMDE or the manufacturers to ensure that all industrial hygiene equipment is in an operational state at all times. Research information for equipment and supply ordering. Complete paperwork and submit orders through current proper channels.

Performs other duties as assigned.

最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-4:

Must have at least one (1) year of specialized experience equivalent to BWT 1-3 **OR** four (4) academic years above high school leading to a bachelor's degree **OR** completion of four-year college/university.

BWT 1-5:

Must have at least one (1) year of specialized experience equivalent to BWT 1-4 **OR** completion of four year college/university in a related field **OR** 2 academic year of graduate level education.

The considerable background is a science related field such as chemistry, biology, engineering, safety, and etc.

***The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.**

****When substituting education for special experience, a transcript **and** a certificate of graduation **and/or** diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

その他の必要応募資格条件/Other Qualification Requirements:

BWT 1-4:

Average Proficiency Required: Language Proficiency Level 2, TOEIC 470, TOEFL (iBT 48, PBT 460) or Eiken Grade Pre 2.

BWT 1-5:

1. Fluent Proficiency Required: Language Proficiency Level 3, TOEIC 730, TOEFL (iBT 79, PBT 551) or Eiken Grade 2.
2. Must be certified in asbestos identification and fiber counting. (アスベスト識別及び繊維係数測定の資格)
3. Must be certified as a workplace monitor. (作業環境測定士の資格)

要求される知識、技能、能力/Required Knowledge, Skills and Abilities (KSA):

***You will be evaluated on the basis of your level of competency (KSA) in the following areas:**

1. **Knowledge/Ability to conduct OR assist with collecting data, evaluating and analyzing it.**
Please demonstrate experience and skill in specific field with collecting data for review, analysis, evaluation, report, briefing and/or presentation in detail.
2. **Ability to communicate and comprehend both orally and/or in writing, both in English and Japanese.**
Please demonstrate experience and skill in written and oral communications both in English and Japanese with briefings and presentations in detail.
3. **Knowledge and skill in use of office automation tools.**
Please demonstrate types of software application and experience and/or training in computer skills in detail.

要求される雇用条件/Required Condition of Employment:

1. Must be able to go on temporary duty to various places such as Okinawa, Misawa, and Hiroshima.
2. Must be able to acquire knowledge of federal occupational safety and health standards and criteria documents; Japanese laws, Camp Zama specific regulations, and applicable Japanese industry standards; DoD, DA and PHC (USACHPPM-PAC) manuals and instructions; standards published by recognize professional organizations such as American Conference of Governmental Industrial Hygienists (ACGIH), American National Standards Institute (ANSI), and National Institute for Occupational Safety and Health (NIOSH).

*Selection may be made at a lower grade depending on the qualifications of the applicant. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.

If the selection was made from the lower grade, the job title will be Administrative Specialist, #9, BWT 1-4 however, the duties will be as close as the duties stated above.

タイムイングレード/Time in Grade (TIG):

BWT 1-4:

To be promoted, current MLC/IHA employee applicants must have served **at least six (6) months** in any USFJ permanent positions at the next lower grade or above.

BWT 1-5:

To be promoted, current MLC/IHA employee applicants must have served **at least twelve (12) months** in any USFJ permanent positions at the next lower grade or above.

The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.